

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services. CHECK ONE: <input type="checkbox"/> NEW POSITION <input type="checkbox"/> EXISTING POSITION					Agency Number
Part 1 - Items 1 through 12 to be completed by department head or personnel office.					
1. Agency Name Kansas Department of Agriculture		9. Position No. K0076758	10. Budget Program Number		Position Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Ag Inspector II			
3. Division Weights and Measures		12. Proposed Class Title			
4. Section		For Use By Personnel Office	13. Allocation		
5. Unit Field			14. Effective Date		
6. Location (address where employee works)			15. By _____ Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %			16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 PM			17. Audit Date: _____ By: _____ Date: _____ By: _____		
PART II - To be completed by department head, personnel office or supervisor of the position					
18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.					
19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)					
Name		Title		Position Number	
Maureen HENZLER		Technical Specialist, Scale Program		K062499	
Who evaluates the work of an incumbent in this position?					
Name		Title		Position Number	
Maureen HENZLER		Technical Specialist, Scale Program		K062499	
20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.					
a) Employee exercises a great deal of latitude in performance of duties and must be knowledgeable regarding duties performed and make subjective decisions. Employee functions with the latitude to provide the necessary coverage at their discretion with limited supervision.					
b) Employees are given in-office and on-the-job training, advice and assistance are readily available. Additional guidelines, instructions and technical procedures are provided to assist the inspector in the field.					
c) Assignments are given both orally and in writing, and in detail when asked.					

21. Describe the work of this position <u>using this page or one additional page only</u> . (Use the following format for describing job duties:)	
What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?	
Number Each Task and Indicate Percent of Time	Ag Inspector for the small scales program of the Weights and Measures program. Incumbent inspects facilities for small scales, net weight compliance, and pricing accuracy.
70%	Inspect and test small capacity scales, vehicle scales, livestock scales, monorail scales and other large capacity scales used commercially in the state and accept or reject the scales in accordance with tolerances and procedures established in NIST Handbook 44. Checks retail and wholesale packaged products to assure the labeling and quantities are correct.
20%	Checks retail scanner systems to determine if prices are entered correctly.
5%	Investigate consumer complaints, testify in administrative hearings and in court cases pertaining to the violation of Kansas laws and regulations.
5%	Assist in other areas of the Weights and Measures program or Department as needed, including but not limited to long range planning and law and regulation revisions.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Employee makes independent decisions regarding the disposition of product, interpretation of law and other decisions affecting property. Incorrect decisions could result in the loss of property to businesses.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Technical Specialist as necessary to obtain work assignments and advise on policy, assistance and technical advice.

General public - daily to answer regulatory questions.

Service Technicians and Agencies - advise and investigate as necessary.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Use of motor vehicles is required which present risk in travel and discomfort.

Lifting presents back injury risks.

Industrial equipment in use at the facilities inspected poses a risk of injury.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.
Motor vehicle, computer, small scale equipment and weights, large scale test truck.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.
Education - General
Must possess any combination of the following to equal one year experience in agricultural sciences and/or education in agricultural sciences.

Education or Training - Special or professional
As per class specifications.

Licenses, certificates and registrations
Successful completion of job duties is dependent upon maintenance of current Kansas driver's license and the ability to obtain and maintain a CDL.

Special knowledge, skills and abilities
As per class specifications.

Experience - Length in years and kind
Two (2) years experience in weights and measures or related work experience may be substituted for the educational requirements.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

X

Signature of Employee

X

Signature of Personnel Office

Approved:

X

Signature of Supervisor

X

Signature of Agency Head or Appointing Authority